

# Teen Resume Guide

A resume is an easy and organized way to present yourself to an employer. It tells the employer how to contact you, what prior jobs you have had, what special skills you have, volunteer and work experiences you've had and about your education. Basically, a resume provides insight into who you are and what type of employee you might be.

Another reason to have a resume is that when you are filling out applications for jobs, often you will need to have the full title of your former jobs, dates of employments, and names of former supervisors. If you bring a resume when you are searching for a job, it will make it much easier to fill out an application. Also, a resume is helpful to give to people when you ask them to write a recommendation so that they can include accurate details about your experiences.

## WHAT YOU SHOULD KNOW BEFORE MAKING A RESUME

- 1.) **NEVER MAKE ANYTHING UP.** If you falsify prior jobs, employers can call the job you listed and find out if you worked there.
- 2.) Don't worry if it's short. In fact, it **shouldn't be more than a page long.**
- 3.) Make sure to **proofread.** And ask someone else to **proofread** it too. Make sure there are no spelling or grammatical errors. It should tell a future employer that you would take the same care with a job as you did on your resume.
- 4.) **Type it!**
- 5.) **Save** a copy on paper and on a disc. It will be easier to update and you will be able to email it.
- 7.) **Update** it frequently; add new clubs, activities and experiences as you are involved in them - it will be easier to remember the details then.
- 8.) Use your own **style.** Anyone can use a resume wizard, show that you know how to use a computer by creating your own format. Just make sure to use a font that is easy to read.
- 9.) Make it **easy to read:** keep it simple and follow the format.

## ADDITIONAL HELP

### **PIC** **(Private Industry Council)**

(617) 423-3755

[www.bostonpic.org](http://www.bostonpic.org)

For Boston Public School students only. There is a PIC office in every high school that offers workshops and one on one assistance with finding jobs and internships.

### **Mayor's Youthline** (617) 635-2240

[www.bostonyouthzone.com](http://www.bostonyouthzone.com)  
[youthline@cityofboston.gov](mailto:youthline@cityofboston.gov)

The teen listeners who answer calls to the Youthline can answer questions about anything in this guide and can help you over the phone as you put together your resume.

### **Youth workers, Teachers or Librarians**

Youth workers at your local Boys & Girls Club or Community Center should be able to help you out, or refer you to someone who can. You can also ask a librarian at your local branch or a teacher at your school.

### **JobNet**

(617) 338-0809

210 South Street  
Boston, MA 02111

[www.bostonabcd.org/jobnet](http://www.bostonabcd.org/jobnet)

JobNet is a one-stop career center with a wide range of free services tailored to the needs of job seekers. They have lots of resources on resume writing and professional career counselors to help you out.



Mayor's Youth Council of Boston  
Thomas M. Menino, Mayor  
[www.BostonYouthZone.com/myc](http://www.BostonYouthZone.com/myc)

# WHAT GOES INTO YOUR RESUME

## Your Personal Information

Name & Address

Phone Number

Make sure it is a number where the person can leave a message that you will get. If you give your cell phone, make sure the greeting is appropriate.

Email Address

Make sure that your e-mail address is appropriate to be giving to an employer, you may want to make up a new one if you aren't sure.

For Example: yourname@bostonyouthzone.com, not SeXyThAnG@bostonyouthzone.com

## Education

School & graduation year

Also include any special area of concentration like an auto mechanic or hospitality program.

Any special classes that you've taken

For Example: certifications, CPR class or classes at a local college

## Languages

Fluent in \_\_

# years of \_\_

Basic \_\_

Be honest about your level of knowledge.

You could have a discussion with a person who doesn't speak fluent English.

You've taken a language in high school.

You have a basic knowledge of the language

## Skills

Include any computer programs or systems you know how to use.

For Example: Microsoft® Word, Excel, PowerPoint, or Internet Explorer.

Any other skills

For Example: Trained workshop facilitator, photographer

## Honors / Awards

Name of honor or award  
& date received

Include this section only if you have honors or awards

For Example: National Language Exam, Honor Society, Fidelity Award, Positive Image Award, Declamation Prize, Science Fair Medal

## Experience

Any activity (paid or unpaid) which allowed you to learn or use skill: after school jobs, summer jobs, internships, babysitting, long term or ongoing volunteer experiences and community service projects

Possible headings:: Employment Experience, Volunteer Experience, Community Service, Public Service, Work Experience, Experience

Organization Name, Location & Position you held

This section can be ordered chronologically (most to least recent) to emphasize your progression or functionally (most relevant experiences first, or similar experiences grouped together) to emphasize a theme or type of experience.

Time period you were there

Months or seasons and years (ex: May 2004 - September 2004 or Summers 2004-2006)

Responsibilities of Position

For each position or experience, you should describe the responsibilities of the position. If you still hold the position, use present tense verbs, if not, use the past tense. Don't use "I" in your descriptions: instead of saying, "I filed papers", write "Filed papers". The list of Action verbs may be helpful to you as you write your descriptions.

## Activities

Activities you participate in for your own personal enjoyment: Clubs, Sports / Athletics, Committees, One time Volunteer Experiences, Community Service Projects, and Leadership Activities.

Possible Headings: Extracurricular Activities, Personal Interest, School Activities, Involvements

Activity Name & Your Role (if you had a specific one)

For Example: Boston High School Swim Team, Captain; Dorchester Road Race; Junior Prom Committee, Chair; Walk for Hunger; East Boston Health Fair, Presenter; Boston Baptist Church Youth Group

Dates of involvement

Seasons or years (ex: Fall 2004 or 2003-2006)

### References Available Upon Request

You should have contact information available for your references including full name, phone number, address, email address and organization.

A reference is a person who will testify that you are a good person for a job. You may write this at the bottom if someone has agreed to serve as a reference for you. When applying for a job, it is likely that the employer will ask for and contact your references. Your reference can be a former employer, supervisor, teacher, coach, youth worker, mentor, etc.

Let your references know in advance that they may be contacted.

## ACTION VERBS TO USE IN YOUR RESUME

accelerated	alerted	categorized	conducted	employed	insured	performed	reviewed
accepted	allocated	centralized	connected	enforced	interacted	petitioned	selected
accommodated	amended	chaired	constructed	established	interpreted	planned	separated
accomplished	analyzed	challenged	contracted	evaluated	interviewed	played	served
accounted for	answered	changed	contributed	expanded	launched	prevented	set up
achieved	anticipated	channeled	controlled	explained	learned	produced	shadowed
acquired	assembled	checked	converted	filed	maintained	programmed	simplified
acted	assisted	clarified	conveyed	folded	managed	promoted	solicited
adapted	audited	classified	coordinated	forecasted	marketed	provided	solved
added	briefed	cleared	created	formed	minimized	publicized	staffed
addressed	brought	closed	cultivated	founded	motivated	published	supervised
adjusted	budgeted	coached	demonstrated	generated	negotiated	ran	surveyed
administered	budgeted	coded	designed	guided	obtained	recruited	taught
adopted	built	collaborated	developed	handled	operated	removed	tested
advertised	calculated	collated	devised	hired	organized	reorganized	trained
advised	campaigned	collected	discovered	hosted	originated	reported	tutored
advocated	cared for	comforted	drafted	implemented	outreached	researched	updated
affirmed	carried out	composed	edited	improved	oversaw	resolved	used
aided	catalogued	condensed	eliminated	informed	participated	responded	

## SOME SAMPLE RESUMES

We have provided these resumes as samples of different styles, formats and levels of experience. They will be most helpful if you look at all of them and decide which aspects of each should be used in your own resume. It is important to make your resume unique in appearance.

# WRITING A COVER LETTER

If you need to e-mail, mail, or fax a resume to an employer, it is very important that you have a cover letter. The cover letter is an opportunity to tell the employer a little more about yourself outside of the resume. It should be a way for you to sell yourself to an employer.

## *What needs to be in the Cover Letter*

### **Your Address**

### **Date**

Date you are sending the letter

### **Organization Name and Address**

Include the name and job title of person you are writing to

### **Salutation**

**Address** it to the person who would be hiring you. Find out his/her name. If you do not know his/her name, omit the salutation. Don't use a generic salutation like "To whom it may concern."

### **Introduction**

Introduce yourself. Write which position you're applying for and how you heard about it. Tell the person why you are interested in this job. How does it relate to what you want to do in the future? What makes you want to work for that organization?

### **Body of Letter**

Describe how your interests, skills or experiences match the responsibilities of the position. Don't just list what's on your resume. Illustrate it with specific examples. Include any classes or other experiences you've had that relate to this.

### **Closing Paragraph**

What you expect the next step to be: Are you going to follow up by calling them? Do you want them to contact you for an interview?

### **Closing**

Your name should be typed as well as signed in ink.

## *A Sample Cover Letter*

1 Roslindale Street  
Boston, MA 02131

January 1, 2005

Mr. Daniel Evans  
Director  
Franklin Park Zoo  
1 Franklin Park Road  
Boston, MA 02121

Dear Mr. Evans:

I am writing to apply for the Junior Zookeeper position at Franklin Park Zoo, which I saw advertised in *Summer Stuff*. I am interested in working at the zoo because when I graduate from Charlestown High School this spring, I will be going to UMass Boston to study veterinary medicine.

I have been a member of the Dorchester High Veterinarian Club for three years. During that time, I've worked with many different types of animals and visited many zoos. Last summer, when I volunteered at the New England Aquarium, I learned to feed many types of animals and I had a chance to observe several animal surgeries ...

I have enclosed my resume for your review and consideration. I will call you next week to schedule an interview. Thank you for your time.

Sincerely,

*First M. Last*

First M. Last

# Jessica Rodriguez

1 Dorchester Street Boston, MA 02124  
(617) 635 -2240 Jessie@bostonyouthzone.com

## Education

2001-2002 Jeremiah E. Burke High School Boston, MA  
Class of 2005 Another Course to College Boston, MA

## Languages

Fluent in Spanish

## Work experience

June 2004 – Present Old Navy Boston, MA

### **Sales Associate**

Assist customers  
Fold clothes  
Work in fitting room

July 2004 Boston Youth Cleanup Corps Boston, MA

### **Street Cleaner**

Removed trash and overgrown vegetation from public property to beautify the streets of Boston.  
Participated in anti-violence workshops

Sept. 2003 – June 2004 Fleet Bank Boston, MA

### **Office Assistant**

Filed documents  
Answered phones  
Shadowed tellers

Sept. 2002 – Sept. 2003 Perkins Community Center Boston, MA

### **Peer Leader**

Supervised camp children  
Assisted counselors with daily activities

July 2002 – Aug. 2002 Holland Community Center Boston, MA

### **Camp Counselor**

Supervised a group of 20 elementary age students  
Assisted head teacher in planning daily activities

Sept 2001 – June 2002 Stop & Shop Jamaica Plain, MA

### **Cashier**

Handled money and operated cash register  
Assisted customers with checking out

## Community experience

2003– Present South Cove YMCA Boston, MA

### **Youth Council Chair**

2002 -- Present Boston Public Health Commission Boston, MA

### **Youth Advisor**

## Extracurricular activities

Basketball, Softball, Cheerleading, New England High School Journalism Collaborative, Urban Program, Student Government Class of '05 Representative

# Lisa Johnson

1000 Roslindale Blvd. Boston, MA 02131

617-635-2240

LJohnson@bostonyouthzone.com

## Education

Dorchester Educational Complex, Economics & Business Academy	Class of 2004	Boston, MA
American Red Cross of Massachusetts Bay, CPR Certified	May 2003	Boston, MA
University of Massachusetts / Boston, Summer Writing Program	Summer 2002	Boston, MA

## Volunteer Experience

April 2003 – Present	<b>Broadcaster, South Boston HS TV</b>	Boston, MA
	<ul style="list-style-type: none"><li>• Research and write scripts for a daily school television show</li></ul>	
March 2003 – Present	<b>Member, The Girls Project</b>	Boston, MA
	<ul style="list-style-type: none"><li>• Plan and facilitate workshops for young girls on issues including drugs and alcohol, pregnancy, and self esteem.</li></ul>	
February 2003 – Present	<b>Boston Representative, Glocal Youth Parliament</b>	Rome, Italy
	<ul style="list-style-type: none"><li>• Attend international meetings to address local and global issues</li><li>• Create projects for improving Boston relative to the world</li></ul>	
September 2003 – Present	<b>Member, South Boston HS Key Club</b>	Boston, MA
	<ul style="list-style-type: none"><li>• Participate in various service projects at homeless shelters and food banks</li></ul>	
September 2001 – May 2003	<b>Vice President, Sacred Heart CYO</b>	Roslindale, MA
	<ul style="list-style-type: none"><li>• Coordinated meetings and budgeted trips for a church youth group</li><li>• Planned fundraisers</li></ul>	
Summer 2002	<b>Participant, Summer Search</b>	Chile, South America
	<ul style="list-style-type: none"><li>• Performed community service as part of a group</li><li>• Learned about and participated in local customs, traditions and language</li></ul>	

## Work Experience

February 2001 – Present	<b>Cashier, CVS Pharmacy</b>	South Boston, MA
	<ul style="list-style-type: none"><li>• Tend cash register</li><li>• Assist customers and answer questions</li></ul>	
June 2000 – August 2000	<b>Counselor in Training, YMCA</b>	Roslindale, MA
	<ul style="list-style-type: none"><li>• Helped counselors plan student trips and other events</li><li>• Assisted counselors in caring for campers</li></ul>	

## Relevant Skills

Computers: Microsoft Word, Excel and Power Point; Adobe Photoshop, GoLive, and Illustrator

Languages: Basic Spanish. Five years of Latin

Leadership: South Boston High representative at Hugh O'Brien Youth Leadership Seminar, 2002

Communications: Anchor Desk Host for live email comments during WB56 Team Harmony/Real Talk 2003

## Honors and Awards

National Latin Exam 2000-2002

Fidelity Award 2000

South Boston Educational Complex National Honor Society since 2000

References Available Upon Request

# JAMES CLARK

17 Hyde Park Street Boston, MA 02136

(617) 635-2240

Email: JamesClark@bostonyouthzone.com

<b><u>Education:</u></b>	Boston Latin Academy Class of 2006, College Preparatory curriculum	Boston, MA
<b><u>Computer Skills:</u></b>	Windows; Microsoft Office – Word, Excel, PowerPoint, Access; Internet in Explorer & Netscape; web paging; Lotus Smart Suite – Lotus Word Pro, Notes, 1-2-3, Freelance; Lotus Sametime & Quick Place	
<b><u>Qualifications:</u></b>	Good verbal, communication and people skills. Trained workshop facilitator.	
<b><u>Languages:</u></b>	Fluent in Japanese, Three years of Latin.	
<b><u>Honors:</u></b>	National Honor Society , Japanese National Honor Society, National Junior Classical League, National Latin Honor Society, Declamation Prize Winner	
<b><u>Experience:</u></b>	<b>Boston Redevelopment Authority</b>	Boston, MA
June 2005 to Present	“Economic Development and Planning Intern” Update tenant list in the Marine Industrial Park Work alongside mentors to assist in Article 80 Section Reviews	
	<b>Law Offices of Schlesinger &amp; Schlesinger</b>	Boston, MA
February 2005 to June 2005	“Assistant Filing Clerk” Organized files in accordance with company system Completed various administrative tasks including copying, stamping postage, and faxing Transported important documents	
	<b>Youth and Police in Partnership (Y.P.P.)</b>	Roxbury, MA
August 2004 to February 2005	“Y.P.P. Core Peer Leader” Hosted roundtable discussions in DYS Metro Facilities and in neighborhoods throughout the city Performed plays about the law and learned drama with the Huntington Theatre Company Attended weekly classes at Northeastern University to learn about the law	
	<b>IBM/Lotus</b>	Cambridge, MA
Summer of 2004	“World Wide Marketing and Operations Intern” Learned to use and employed various types of software to complete and produce projects	
	<b>Greater Options for Adolescent Lives (G.O.A.L.)</b>	South Boston, MA
December 2003 to May 2004	“Youth Street TEAM Research Assistant” Campaigned for students to join their School Based Health Centers Researched and gathered information about teen health to be included in pamphlets Solicited companies for donations Created a CD about HIV and AIDS	
	<b>The Food Project</b>	Lincoln and Roxbury, MA
Summer 2003	“Urban Education and Outreach Intern” Informed neighborhood gardeners about gardening guidelines Constructed a map of all the gardeners in the service area Educated residents about lead in soils and pesticide use	
Summer of 2002	“Crew / D.I.R.T. (Dynamic Intelligent Responsible Teenagers) Worker” Maintained a 21-acre farm in Lincoln and 2 food lots organically Practiced public speaking Closed down the farm for the winter and re-opened farm in spring Served food and cleaned in various homeless shelters	
<b><u>Activities:</u></b>	Concerned Black Men of Massachusetts, Inc. National Black College Alliance (N.B.C.A.) Program Greater Boston’s YMCA College Path Program Boston Latin Academy Library / Teacher’s Aide Dorchester Youth Council / Member Boston Latin Academy Step Squad	2004 to present 2004 to present 2003 to present 2002 to present 2002 to present 2002 to 2003

References Available Upon Request

# Jason Jones

Address: 23 Charlestown Street Boston, MA 02129 -- Phone: (617)-635-2240

Email: [jayjones@bostonyouthzone.com](mailto:jayjones@bostonyouthzone.com)

## Education

Hyde Park High School

Class of 2005

## Skills

Computers: Microsoft Work, WordPerfect, Microsoft Excel, and Microsoft PowerPoint

Language : Basic Spanish

## Law Experience

### ***Law Office Intern***

Boston Bar Association

6/04 - 8/04

Boston MA

- Assisted attorneys with legal tasks
- Participated in weekly seminars
- Facilitated workshops on the importance of the law

## Community Experience

### ***Case Manager Assistance***

Boston Senior Home Care

7/03 - 10/03

Boston MA

- Created back up files for existing files
- Organized and edited forms
- Conducted a telephone survey of clients

### ***Teen Advisor***

Boston Public Health Commission

10/02 - 6/03

Boston MA

- Advised teens on teen issues such as violence and drug abuse
- Set up a television show on BNN (Boston Neighborhood Network)
- Edited video footage

### ***Junior Councilor***

Mission Hill Summer Program, Harvard University

6/01 - 8/02

Boston MA

- Facilitated lessons for a class of ten 7-10 year old campers
- Organized weekly class field trips

## Retail Experience

### ***Cashier/ Managerial Assistance***

Foot Locker

8/04 - Present

Boston MA

- Organize store products (Facing)
- Assist in inventory/ warehouse out-put
- Serve consumers as a reliable cashier

### ***Cashier***

Brooks Pharmacy

7/03 - 10/03

Boston MA

- Provided customer service
- Organized inventory and stocked shelves

## Volunteer Experience

### ***Dorchester Representative***

Nigerian Youth Organization

5/01- Present

Boston MA

- Organize annual cookouts
- Facilitate meetings and workshops
- Recruit members and contribute to the growth of the organization

## Activities

Debate Team, Stock Market Club, Student Government, Civil War Patrol, Mission Church Youth Group, Key Club, Model United Nations

# JOSEPH SMITH

99 Brighton Drive

Boston, MA 02135

617-635-2240

Joe\_Smith@bostonyouthzone.com

## Education

Boston College High School, Class of 2005  
College Preparatory Curriculum

Boston, MA

## Community Experience

June 2003 – Present

**Mayor's Youth Council, Neighborhood Representative**

Boston, MA

- Outreach to youth programs and facilities in Dorchester
- Connect teens to programs and opportunities
- Meet with city officials about youth issues

April 2003 - Present

**All Dorchester Sports League Soccer, Assistant Coach**

Dorchester, MA

- Tutor elementary school students
- Coach inner city soccer players

June 2001 - Present

**South Shore Police Athletics League, Boxing**

Quincy, MA

- Develop self discipline, strategic thinking and boxing skills

September 2001 – Present

**WRCA 1330 AM Cape Verdean Radio, Technical Producer**

Boston, MA

- Host talk Show about Current Events for the Cape Verdean Community

Summer 2004

**Marr Boys and Girls Club, Counselor**

Dorchester, MA

- Coordinated and supervised activities for pre-school students

Summers 2003 and 2004

**Steppingstone Academy, Mentor and Teaching Assistant**

Boston, MA

- Tutored elementary school students
- Prepared students for high school entrance examination
- Motivated youth to succeed

## School Activities

September 2003 – Present

**Boston College High Amnesty International, President**

Dorchester, MA

- Advocate for social justice around the world
- Holiday card signings for prisoners of conscience
- Petitions to free innocent prisoners in Pakistan

April 2002 – Present

**Boston College High Key Society**

Dorchester, MA

- Participate in various service projects to benefit the local community

April 2002 – Present

**Boston College High Varsity Rugby**

Dorchester, MA

- Played in April 2003 Tournaments in Washington D.C. and New York
- Won first place in May 2003 New England Representatives National Rugby Championship in Dallas, TX

December 2001 – Present

**Boston College High School Varsity Winter Track**

Dorchester, MA